

Adult Training and Education Survey

Part of the 2016 National Household Education Survey



Thank you for helping us with this survey. Based on the information we received from your household in your last survey, we're asking you to complete this final step.

Conducted by

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau



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Instructions

- ♦ **In response to the survey you answered earlier, we recorded that the person listed below is between the ages of 16 to 65, is not in high school, and lives in this household. If this information is not correct, please call us toll-free at 1-888-xxx-xxxx to let us know.**
- ♦ **These questions should be filled out by:**

No one else in the household should fill out the survey.

- ♦ **To answer a question, simply mark the box [X] that best represents your answer.**
- ♦ **Use a black or blue pen, if available, to complete this survey.**
- ♦ **Please return the completed survey using the postage-paid envelope provided.**

The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002; 20 USC § 9543). The U.S. Census Bureau is administering this survey on behalf of NCES. You do not have to provide the information requested. However, the information you provide will help the Department of Education's ongoing efforts to learn more about the educational experiences of children and families. There are no penalties should you choose not to participate in this study. Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 USC § 9573). Your responses will be combined with those from other participants to produce summary statistics and reports.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this voluntary survey is xxxx-xxxx. The time required to complete this survey is estimated to average 20 minutes per response, including the time to review instructions, gather the data needed, and complete and review the survey. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this survey, or any comments or concerns regarding the status of your individual submission of this survey, please write to: National Household Education Survey, National Center for Education Statistics, 1990 K Street, NW, Room 9016, Washington, DC 20006. Do not return the completed form to this address.

Education

1. What is the highest degree or level of school you have completed? (Mark ONE only.)

- ☐ Elementary or high school, but no high school diploma or GED®
- ☐ High school diploma
- ☐ GED® or alternative high school credential
- ☐ Some college credit but less than one year of college credit
- ☐ 1 or more years of college credit, no degree
- ☐ Associate's degree (for example, AA, AS)
- ☐ Bachelor's degree (for example, BA, BS)
- ☐ Master's degree (for example, MA, MS, MEng, MEd, MSW, MBA)
- ☐ Professional degree beyond a bachelor's degree (for example, MD, DDS, DVM, LLB, JD)
- ☐ Doctorate degree (for example, PhD, EdD)

2. Which one of the following best describes the field of study for the highest level of school you have completed? (Mark ONE only.)

If there was more than one, please choose the one you consider most important.

- ☐ General studies, no major, undeclared major
- ☐ Accounting, finance, insurance, real estate
- ☐ Administrative support
- ☐ Agriculture
- ☐ Audio, broadcasting, multimedia, graphic technologies
- ☐ Business, management, marketing
- ☐ Communications, journalism
- ☐ Computer science, information technology
- ☐ Construction, repair, manufacturing, transportation
- ☐ Cosmetology
- ☐ Education
- ☐ Engineering, architecture
- ☐ English language, literature
- ☐ Fine arts, music
- ☐ Law, legal studies
- ☐ Law enforcement, security, firefighting
- ☐ Liberal arts
- ☐ Nursing, medicine, healthcare technologies
- ☐ Political science, economics, history, other social sciences
- ☐ Psychology
- ☐ Religious vocations, theology
- ☐ Sciences (biological or physical), mathematics
- ☐ Social or human services, public administration
- ☐ Other — Specify: 

3. Since leaving high school, have you earned a diploma or certificate from a vocational, technical, or trade school?

- ☐ No
- ☐ Yes

4. Since leaving high school, have you taken any classes to learn English as a second language, sometimes called ESL or ESOL classes?

- ☐ No
- ☐ Yes

5. Since leaving high school, have you taken any literacy classes to help improve your reading?

- ☐ No
- ☐ Yes

6. Are you currently taking one or more classes from a college, university, technical or trade school, or other school after high school?

- ☐ No
- ☐ Yes



GO TO question 8



7. If yes, are you currently a part-time or full-time student?

- ☐ Part-time student
- ☐ Full-time student

CONTINUE on the next page.

Certifications and Licenses

8. Do you have a currently active professional certification or a state or industry license? Do not include business licenses, such as a liquor license or vending license.

A professional certification or license shows you are qualified to perform a specific job and includes things like Licensed Realtor, Certified Medical Assistant, Certified Teacher, or an IT certification.

- ☐ No
☐ Yes

GO TO question 29

9. If yes, how many currently active certifications and licenses do you have?

If you had to get a certification in order to get a license, count each certification and license separately.

Number of certifications and licenses

The next few questions ask about the certification or license that you consider to be your most important.

10. What is the name of your most important certification or license?

11. What kind of work is your most important certification or license for?

12. Was your most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
☐ Yes
☐ Don't know

13. In what year did you first get your most important certification or license?

14. Did you do any of the following to prepare for getting your most important certification or license? (Mark ONE box for each item below.)

	No ▼	Yes ▼
a. Took classes from a college, technical school, or trade school.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Took classes or training from a company, association, union, or private instructor	<input type="checkbox"/>	<input type="checkbox"/>
c. Studied on my own using textbooks or on-line resources.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Got a college degree	<input type="checkbox"/>	<input type="checkbox"/>
e. Participated in on-the-job training, an internship, or apprenticeship	<input type="checkbox"/>	<input type="checkbox"/>

15. Is your most important certification or license for your current job?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
☐ Yes, and it is required
☐ Yes, but it is not required
☐ Not applicable, not currently working

16. How useful has your most important certification or license been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Keeping a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Keeping you marketable to employers or clients

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

d. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

17. Do you have another currently active certification or license?

- ☐ No
- ☐ Yes



GO TO question 29



18. If yes, what is the name of your second-most important certification or license?

19. What kind of work is your second-most important certification or license for?

20. Was your second-most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
- ☐ Yes
- ☐ Don't know

21. In what year did you first get your second-most important certification or license?

22. Did you do any of the following to prepare for getting your second-most important certification or license? (Mark ONE box for each item below.)

	No	Yes
	▼	▼
a. Took classes from a college, technical school, or trade school.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Took classes or training from a company, association, union, or private instructor.....	<input type="checkbox"/>	<input type="checkbox"/>
c. Studied on my own using textbooks or on-line resources.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Got a college degree	<input type="checkbox"/>	<input type="checkbox"/>
e. Participated in on-the-job training, an internship, or apprenticeship	<input type="checkbox"/>	<input type="checkbox"/>

23. Is your second-most important certification or license for your current job?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, and it is required
- ☐ Yes, but it is not required
- ☐ Not applicable, not currently working

24. How useful has your second-most important certification or license been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Keeping a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Keeping you marketable to employers or clients

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

d. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

25. Do you have another currently active certification or license?

- ☐ No
- ☐ Yes



GO TO question 29



26. If yes, what is the name of your third-most important certification or license?

27. What kind of work is your third-most important certification or license for?

28. Was your third-most important certification or license issued by the federal, state, or local government (for example, by a state board of education or other state board, OSHA, or FAA)?

- ☐ No
- ☐ Yes
- ☐ Don't know

CONTINUE on the next page.

Certificates

29. People sometimes earn certificates for completing an education or training program. A certificate is different from a certification or license. Do not include certifications or licenses here; include them in the previous section only. Have you ever earned any of the following types of certificates?

a. A certificate for completing a training program from an employer, employment agency, union, software or equipment manufacturer, or other training provider, but not from a school.

- ☐ No
- ☐ Yes

b. A certificate for completing a vocational program at a high school.

- ☐ No
- ☐ Yes

c. A high school equivalency certificate, such as a GED®.


- ☐ No
- ☐ Yes

d. A certificate—not a degree—for completing a program at a community or technical college, or other school after high school. Do not include teaching certificates or college degrees.

- ☐ No
- ☐ Yes

GO TO question 38

30. (If yes.) We will refer to the certificates in question 29d as “post-secondary certificates.” Where did you get your last post-secondary certificate? (Mark ONE only.)

- ☐ A community college
- ☐ A vocational, technical, trade, or business school
- ☐ Another college or university
- ☐ Someplace else — Specify: 

31. What was the field of study for your last post-secondary certificate? (Mark ONE only.)

- ☐ Accounting, finance, insurance, real estate
- ☐ Administrative support
- ☐ Agriculture
- ☐ Audio, broadcasting, multimedia, or graphic technologies
- ☐ Business, management, marketing
- ☐ Computer science, information technology
- ☐ Construction trades
- ☐ Cosmetology
- ☐ Culinary arts
- ☐ Education
- ☐ Engineering technologies, drafting
- ☐ Fine arts, music
- ☐ Funeral service, mortuary science
- ☐ Law enforcement, security, firefighting
- ☐ Law, legal studies
- ☐ Liberal arts
- ☐ Manufacturing, production (for example machinist, welder, boilermaker)
- ☐ Mechanic, repair technologies
- ☐ Nursing, healthcare technologies
- ☐ Transportation
- ☐ Other — Specify: 

32. About how many hours of instruction did you complete in order to earn your last post-secondary certificate?

- ☐ 480 or more hours (12 or more full-time weeks)
- ☐ 160 to 479 hours (4 full-time weeks to less than 12 full-time weeks)
- ☐ 40-159 hours (1 full-time week to less than 4 full-time weeks)
- ☐ Less than 40 hours (less than 1 full-time week)

33. Which one of the following was required for enrolling in your last post-secondary certificate program? (Mark ONE only.)

- ☐ Being enrolled in or having completed an advanced degree program (Master's or higher)
- ☐ Being enrolled in or having completed a Bachelor's degree program
- ☐ Having completed high school or a high school equivalency (such as a GED®)
- ☐ None of the above

34. Were any of the following required for completing your last post-secondary certificate program? (Mark ONE box for each item below.)

	No ▼	Yes ▼
a. Passing a written test or exam.....	<input type="checkbox"/>	<input type="checkbox"/>
b. Some other evaluation of my knowledge or performance	<input type="checkbox"/>	<input type="checkbox"/>
c. Completing a minimum number of credits.....	<input type="checkbox"/>	<input type="checkbox"/>
d. Completing a minimum number of instructional hours	<input type="checkbox"/>	<input type="checkbox"/>

35. Is your current job related to your last post-secondary certificate?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, somewhat related
- ☐ Yes, very related
- ☐ Not applicable, not currently working

36. Was your last post-secondary certificate part of the training you took for a professional certification or license?

- ☐ No
- ☐ Yes

37. How useful has your last post-secondary certificate been for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Increasing your pay

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

Work Experience Programs

38. People sometimes prepare to enter a trade or profession through a program that combines work experience with education or formal training. Have you ever completed this type of work experience program—for example, an internship, student teaching, co-op, practicum, clerkship, externship, residency, clinical experience, or apprenticeship?

- ☐ No, and I am not in one now
- ☐ No, but I am in one now
- ☐ Yes, I have completed this type of program

GO TO question 49

If you have NOT completed a work experience program, go to question 49. If you HAVE completed a program, answer the following questions about the last work experience program you completed.

39. If yes, how long did your last work experience program last?

- ☐ Less than 3 months
- ☐ 3 months to less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years or more

40. What wage did you earn as part of your last work experience program?

- ☐ No wage
- ☐ A training wage that was lower than the wage of a fully qualified worker
- ☐ The same wage as a fully qualified worker

41. Did you do any of the following as part of your last work experience program? (Mark ONE box for each item below.)

- | | No
▼ | Yes
▼ |
|---|--------------------------|--------------------------|
| a. I took college, technical school, or trade school classes | <input type="checkbox"/> | <input type="checkbox"/> |
| b. I took classes or training from a company, association, union, or private instructor | <input type="checkbox"/> | <input type="checkbox"/> |
| c. I studied on my own using textbooks or online resources..... | <input type="checkbox"/> | <input type="checkbox"/> |

42. Do the following statements describe your last work experience program? (Mark ONE box for each item below.)

- | | No
▼ | Yes
▼ |
|--|--------------------------|--------------------------|
| a. I got instruction or training from another employee | <input type="checkbox"/> | <input type="checkbox"/> |
| b. I was evaluated by a co-worker or supervisor | <input type="checkbox"/> | <input type="checkbox"/> |
| c. I got college credit | <input type="checkbox"/> | <input type="checkbox"/> |
| d. I received journeyman status at the end of an apprenticeship..... | <input type="checkbox"/> | <input type="checkbox"/> |
| e. I got a state or federal apprenticeship registration number | <input type="checkbox"/> | <input type="checkbox"/> |

43. Did (or will) your last work experience program help you earn a professional certification or license?

- ☐ No
- ☐ Yes

44. Did you take your last work experience program as part of a school's education or training program? (Mark ONE only.)

- ☐ No
- ☐ Yes, as part of a high school program
- ☐ Yes, as part of a post-secondary certificate program from a community college, technical college, or other school after high school
- ☐ Yes, as part of an Associate's degree program
- ☐ Yes, as part of a Bachelor's degree program
- ☐ Yes, as part of an advanced degree program (Master's degree or higher program)

45. What type of work was your last work experience program for? (Mark ONE only.)

Building or construction trades:

- ☐ Carpenter
- ☐ Electrician
- ☐ Plumber, pipefitter
- ☐ Sheet metal worker, structural steel worker
- ☐ Other building and construction trades

Nursing, medicine, healthcare technologies:

- ☐ Medical doctor
- ☐ Nursing
- ☐ Healthcare technologies
- ☐ Accounting, finance, insurance, real estate
- ☐ Chef, cook, food preparation
- ☐ Computer networking, information technology
- ☐ Cosmetology
- ☐ Driving, piloting, other transportation
- ☐ Engineering, architecture
- ☐ Funeral service, mortuary service
- ☐ Law enforcement, security, firefighting
- ☐ Legal practice
- ☐ Machinist, tool and die maker
- ☐ Management, administration
- ☐ Mechanic or repair work
- ☐ Printing
- ☐ Social work, counseling, religious vocations
- ☐ Teaching
- ☐ Utility or telecommunications technician
- ☐ Other — Specify: 

46. How useful was your last work experience program for each of the following? (Mark ONE box for each item below.)

a. Getting a job

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

b. Increasing your pay

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

c. Improving your work skills

- ☐ Not useful
- ☐ Somewhat useful
- ☐ Very useful
- ☐ Too soon to tell

47. In your current job, how often do you use the skills or knowledge that you learned during your last work experience program?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ Never or almost never
- ☐ Sometimes
- ☐ All or most of the time
- ☐ Not applicable, not currently working

48. Is your current job related to your last work experience program?

If you are not employed, please answer "Not applicable, not currently working."

- ☐ No
- ☐ Yes, somewhat related
- ☐ Yes, very related
- ☐ Not applicable, not currently working

Employment

49. Last week, were you employed for pay at a job or business?

If you were temporarily absent from a job or business (on vacation, temporarily ill, on maternity leave, etc.), answer "Yes."

☐ No



GO TO question 55

☐ Yes



50. If yes, for the job or business you were in last week, were you a member of a labor union or an employee association similar to a union (for example, AFL-CIO, Change to Win Federation, NEA)?

☐ No

☐ Yes

51. Last week, how many jobs did you have?

Number of jobs

52. Last week, did you work at a full-time job (a job where you work 35 hours or more per week)?

☐ No

☐ Yes

53. Last week, did you work at a part-time job (a job where you work fewer than 35 hours per week)?

☐ No



GO TO question 59

☐ Yes



54. If yes, would you have preferred to work at a full-time job?

☐ No

☐ Yes



GO TO question 59

55. Last week, were you on layoff from a job?

- ☐ No
- ☐ Yes

56. During the last 4 weeks, have you been actively looking for work?



- ☐ No
- ☐ Yes

GO TO question 58

57. If no, do you intend to look for work within the next 5 years?

- ☐ No
- ☐ Yes
- ☐ Don't know

58. When did you last work, even for a few days?

- ☐ Never worked for pay
- ☐ Over 12 months ago
- ☐ Within the past 12 months



GO TO question 70



GO TO question 62



59. During the past 12 months (52 weeks), how many weeks did you work, including paid vacation, paid sick leave, and military service?

- ☐ 50 to 52 weeks
- ☐ 48 to 49 weeks
- ☐ 40 to 47 weeks
- ☐ 27 to 39 weeks
- ☐ 14 to 26 weeks
- ☐ 13 weeks or less

60. During the past 12 months, in the weeks you worked, how many hours did you usually work each WEEK?

Usual hours worked each WEEK

61. Which category best fits your earnings from wages, salary, commissions, bonuses, or tips, from all jobs over the past 12 months?

Report amount before deductions for taxes, bonds, dues, or other items.

- ☐ \$0 to \$10,000
- ☐ \$10,001 to \$20,000
- ☐ \$20,001 to \$30,000
- ☐ \$30,001 to \$40,000
- ☐ \$40,001 to \$50,000
- ☐ \$50,001 to \$60,000
- ☐ \$60,001 to \$75,000
- ☐ \$75,001 to \$150,000
- ☐ \$150,001 or more

62. The next few questions ask about your current or last job. If you had more than one job, describe the one at which you worked the most hours. If you had no job or business last week, give information for your last job or business. In your current or last job, for whom did you work?

- ☐ *If now on active duty in the Armed Forces, mark (X) this box and print the branch of the Armed Forces below.*

Name of company, business, or other employer:

63. What kind of business or industry was this?

(For example: hospital, newspaper publishing, mail order house, auto engine manufacturing, bank)

64. Which one of the following were you?

- ☐ An employee of a private company, business, or individual, for wages, salary, or commission
- ☐ A local (city, county, etc.), state, or federal government employee
- ☐ Self-employed in own business, professional practice, or farm
- ☐ Working without pay for family business or farm

65. What kind of work were you doing?

(For example: registered nurse, personnel manager, supervisor of order department, secretary, accountant)

66. What were your most important activities or duties?

(For example: patient care, directing hiring policies, supervising order clerks, typing and filing, reconciling financial records)

67. Did you have a license that was required by a federal, state, or local government agency to do this job?

- ☐ No
- ☐ Yes

68. What kind of position did you hold?

☐ Permanent

☐ Temporary

GO TO question 70

69. Would you have preferred to work at a permanent job?

- ☐ No
- ☐ Yes

CONTINUE on the next page.

Background

70. Have you ever served on active duty in the U.S. Armed Forces, Reserves, or National Guard?

- ☐ No, never served in the military → **GO TO question 72**
- ☐ Yes, but only on active duty for training in the Reserve or National Guard
- ☐ Yes, on active duty now or in past

71. Have you served on active duty since September 2001?

- ☐ No
- ☐ Yes

72. Are you male or female?

- ☐ Male
- ☐ Female

73. What is your current marital status? (Mark ONE only.)

- ☐ Now married → **GO TO question 76**
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Never married

74. Are you currently living with a boyfriend/girlfriend or partner?

- ☐ No
- ☐ Yes

75. Are you currently in a registered domestic partnership or civil union?

- ☐ No
- ☐ Yes

76. Do you speak a language other than English at home?

- ☐ No → **GO TO question 78**
- ☐ Yes

77. How well do you speak English?

- ☐ Very well
- ☐ Well
- ☐ Not well
- ☐ Not at all

78. How old are you?

years old

79. Are you of Hispanic, Latino, or Spanish origin?

- ☐ No
- ☐ Yes

80. What is your race? You may mark one or more races.

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Native Hawaiian or other Pacific Islander

Thank You.

Please return this questionnaire in the postage-paid envelope provided. If you have lost the envelope, mail the completed questionnaire to:

**National Household Education Survey
[RETURN ADDRESS HERE]**

Commonly Asked Questions

Q: How was my household chosen?

A: Your address was randomly selected from among all of the home addresses in the nation. It was selected using scientific sampling methods to represent other U.S. households. The sample was designed so that surveys of only a few thousand people will accurately describe the educational experiences of almost all Americans.

Q: Why should I participate? Do I have to do this?

A: Your answers are very important to the success of this study. You represent thousands of other adults like yourself, and you cannot be replaced. This survey is voluntary. You may choose not to answer any or all questions in this survey, but in order for the survey to be representative, it is important that you complete and return it. Those who do not return the survey will not be represented in statistics used by policymakers and researchers. There are no penalties should you choose not to participate in the study.

Q: Will the information I provide be kept confidential? Will my privacy be protected?

A: Yes. Your responses will be combined with those from other adults to produce statistical summaries about education and training in the United States. Your individual data will not be reported. Your answers may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 USC § 9573).

Q: How will my response help the Federal Government?

A: The U.S. Departments of Education and Labor want to understand how adults acquire and maintain the skills they need for work. This survey is the only way these Departments can learn about the education and training that adults receive from schools, employers, and other training sponsors. The survey will allow policymakers and researchers to better understand the demand for education and training programs, and can help direct national policy in these areas. Your responses will be combined with those from other households to inform educators, policymakers, and schools about how adults in the U.S. learn the skills needed for work.

Q: Who is sponsoring this study?

A: The National Center for Education Statistics (NCES), within the U.S. Department of Education, is authorized to conduct this study by the Education Sciences Reform Act of 2002 (ESRA 2002; 20 USC § 9543). The U.S. Census Bureau is administering this survey on behalf of NCES. This study has been approved by the Office of Management and Budget (OMB), the office that reviews all federally sponsored surveys.

Q: What if I have other questions?

A: If you have any questions about the study, you may send e-mail to xxxx@census.gov or you may call the Census Bureau toll-free at 1-800-xxx-xxxx